



General Guidelines Special Assignment Pay Form

Acting-in-Capacity (AIC)

- *Non-represented*: Assigned additional responsibility to “cover the duties” of an employee. Effective after five (5) consecutive calendar days, salary adjusted retroactively to first day of assignment. Upon approval by HR, the department assigns a rate ID in payroll system for specified timeframe.
- *AFSCME*: Assigned in writing to perform one or more key duties of a higher paid position. Higher duties requiring coverage must be included on form. Receive differential of five percent (5%) above their current base pay. Added to vacation and holiday leaves for AIC assignments of fifteen (15) consecutive working days or longer.
- *SEIU*: Assigned to work in a higher classification performing substantially all the duties for five (5) or more consecutive workdays. Receives five percent (5%) above their current salary. Applied retroactively to the beginning of the assignment. See contract for more information if assignment is for non-represented position.
- *SPA (Out of Class)*: Assigned the responsibilities and/or duties of a higher position, rank, or classification. Paid at the rate of that assignment as if they had been promoted. Will not receive less than five percent (5%) above normal salary. Must work in the higher class for a minimum of one full shift. Detention Officers receive out of class pay after working for more than one half hour.

Interim Assignment

- *Non-represented*: Assigned to temporarily “perform the duties” of a higher classification or pay grade for a defined time period.
- *SEIU (Temporary Assignment)*: Assigned AIC status of longer than 60 consecutive calendar days. Paid at the higher grade on a step that is at least 5% above original salary. See contract for more information if assignment is for non-represented position.

See Additional Pay Admin Reg and Collective Bargaining Agreements for more information.